

Texas Department of Health
Breast and Cervical Cancer Control Program
Quarterly BCCCP Case Management Conference Call
June 12 & 17 2003
Brief Notes

I. Introduction (10 minutes)

- a. Roll call

II. Purpose of Call (5 minutes)

- a. Case Management Conference Call Background
 - Purpose of CM Calls
 - a. to facilitate the exchange information between contractors and TDH/BCCCP
 - b. provide updates and answer questions contractors may have
 - c. receive information from contractors
 - d. because travel is limited, this is one way to continue to communicate
 - Contractor CM Contacts
 - Attendance – BCCCP is asking all contractors to participate in the BCCCP case management conference calls
- b. Provide Program and Legislative Update
- c. Discuss Case Management Items Submitted by Contractors
- d. Review and Provide Feedback on Revised CM Standard and CM Guide

III. Program Update (15 minutes)

- a. FY04 BCCCP Funding Activities – all funding calls with BCCCP contractors were completed in May
- b. BCCCP Website Revisions & Commitment On-Line – The Manual of Operations is online and the revised copy will be online by July 1, 2003 in pdf format. Eventually it will be changed to html format for easier maneuvering within the document. The BCCCP newsletter “The Commitment” is online at: <https://www.tdh.state.tx.us/bcccp/commitment.htm> The Commitment will no longer be in print form.
- c. Breast and Cervical Cancer Plan – BCCCP continues to work with the Texas Cancer Council and the Physician’s Oncologist Education Program to revise the state’s Breast and Cervical Cancer Strategic Plan. The plan will be ready June 30, 2003.
- d. BCCCP Contractor Training and Technical Assistance Activities – BCCCP is exploring different methods to provide training and orientation to contractors. The contractor training/orientation originally planned for September will not take place as planned. The Program will work on having smaller contractor training/orientations in different regions of the state and/or bring a few contractors at a time to Austin for training.
- e. Conference Call with Regional CM Contractors – the BCCCP state office held a conference call with regional case management staff in April. BCCCP is assessing the impact of regional case management funding, and will continue to address issues particular to lead agency needs.

IV. Case Management Items Submitted by Contractors (35 minutes)

- a. Cervical Cancer Screening Intervals – As discussed during the funding calls, the BCCCP is developing a survey to find out what are the possible reasons why many contractors are not meeting CDC’s requirement of 60 days from screening to diagnosis. The survey will also capture key elements that assist/help contractors to meet the intervals.
- b. Re-screening List – two separate but related issues were expressed. Some contractors have not been receiving the rescreening list, while others who have received it find the information is outdated. The database has been under revision to accommodate data from the new data forms, therefore, data entry is backlogged and pending list information is outdated. Now that the database is complete, public health technicians have been working to bring the data entries up-to-date. BCCCP staff are confirming with Contractors who is the most appropriate person to receive the monthly packet.

- c. Completing Data Forms (Race) – The race section is an issue because some clients do not want to answer. It's okay to mark unknown.
- d. Asian Pacific Islander Women's Health Conference – Update – The conference was a success! Speakers and participants came from different backgrounds, which helped to illustrate the need for the information imparted.
- e. Treatment Act – Update - As of June 9, 2003, 335 Medicaid applications under the Treatment Act had been submitted to DHS. Of those, 313 have been certified. This number is above the projected and historical data from the previous five years. The BCCCP will continue to work with contractors and develop revised procedures to request that contractors submit/fax a copy of the Medicaid application to the BCCCP at the same time they submit to DHS. Final revised procedures will be effective July 1, 2003.

V. Manual of Operations – Case Management Standard and Guide Revisions (40 minutes)

- a. Background on Purpose of Standard and Guide
- b. Brief Review of Current Standard and Guide: Program provided brief overview and purpose of BCCCP Case Management Standard and Guide.
- c. Review Proposed Revisions and Rational
 - Standard – did not review
 - Guide – BCCCP provided rational for revisions.
- d. Feedback from Contractors
 - Standard
 - Guide– The overall feedback on the revisions to the guide was positive. Some contractors provided feedback on documentation and monitoring timelines. Suggestions provided by contractors will be considered and incorporated as appropriate into the revised guide.

VI. Legislative Update (10 minutes) – The Treatment Act was funded for the next biennium.

VII. Wrap-up (5 minutes)

- a. Next conference call – the next conference calls will be scheduled for September.
- b. Other
- c. Follow-up and agreements

Materials needed:

Agenda

D19 B or C Data form

CM Contacts Spreadsheet

CM Standard Current & Proposed

Program Update Report

CM Guide Current & Proposed